

DEPARTMENT OF GENERAL SERVICES  
Records Management DivisionSCHEDULE  
NO.

C-566

PAGE  
NO.

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

Howard County  
Department of Public WorksAll Bureaus & Administrative Services  
General Administration

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>Administrative/General Correspondence File</u> Arranged by subject, containing correspondence, brochures, directives, reports, etc. pertaining to the various functions of the Department and/or Bureau.	Retain for three (3) years; then destroy
2.	<u>Affirmative Action Plans</u> Affirmative Action goals for the Department and/or Bureau.	Retain Permanently
3.	<u>Payroll Records</u> a. Bi-weekly/weekly time sheets (Salary & Hourly) b. MIS (Labor Distribution) Time Worksheets	Retain for three (3) years, then destroy
4.	<u>Personnel File</u> Arranged alphabetically, contains a folder for each bureau employee with all or some of the following forms and records: employment application, personnel transactions, payroll address, employee withholding, health insurance, state retirement, memos pertaining to reclassification, and general correspondence.	Retain for ten (10) years after termination of employment, and/or termination of activity regarding employment, then destroy
5.	<u>Leave File</u> Arranged alphabetically, contains folder for each Bureau employee with records of all leave taken during the Calendar year.	Retain for three (3) years after termination of employment and/or termination of activity regarding employment, then destroy
6.	<u>Position Classification Data</u> Contains all forms processed to create, reclassify, or transfer a position. Used as a reference, this file provides a history of each position since its creation.	Retain in office until position is abolished or transferred out of the department; transfer to the records center for two (2) years, then destroy

Schedule Approved by Department,  
Agency, or Division RepresentativeSchedule Authorized by  
Hall of Records Commission

8-14-86

Date

B. J. P. Ch. / Adm. Svcs.

Signature

Title

T. J. P.

Date

Edward P. Guy

State Archivist

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(CONTINUATION SHEET)SCHEDULE  
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Item No.	Description	Retention
7.	<u>Operating Budget Information</u> a. Fiscal Year Operating Budget work papers b. Approved copy of Fiscal Year Operating Budget c. All MIS Operating Budget Data to include: 1. Operating Budget Analysis 2. Summaries of Expenditures 3. Statements of Work d. Fiscal year-end Cost to Complete Analysis	Retain for three (3) years, then destroy
8.	<u>Personnel Selection Letters</u>	Retain for three (3) years, then destroy
9.	<u>Purchasing Documents</u> Office copies of requisitions, purchase orders, partial deliveries, invoices, etc.	Retain current fiscal year plus previous fiscal year then destroy at office level